

CREATING A SMART GOAL

INITIAL GOAL	<i>Write the goal you have in mind.</i>
S SPECIFIC	<i>What is your desired result? (Think about who, what, when, why, how.)</i>
M MEASURABLE	<i>How can you measure progress? How often will you assess progress?</i>
A ATTAINABLE	<i>What skills do you need? What resources are necessary? What is your motivation to do this?</i>
R REALISTIC/RELEVANT	<i>How do you know your goal is achievable? What are your likely obstacles?</i>
T TIME-BOUND	<i>What is your deadline? Is this deadline realistic?</i>
SMART GOAL	<i>Review what you have written. Craft a new goal statement based on your work above.</i>